

Procedures/Form for Review and Approval of ECPA and DEPA Transfers (Non-Abbott Districts)

The following are the procedures and forms for review and approval of transfers of funds within officially approved non-Abbott DEPA and ECPA budgets. **The cut-off date for submitting transfer requests is May 31.** Beginning with the 2001-02 school year, CEIFA no longer permitted ECPA funds to be transferred to DEPA for use in demonstrably effective programs or strategies. DEPA transfers between locations are not permitted.

Districts must complete the attached transfer notification form to notify the DOE of both minor and substantive transfers as defined below. DOE review and approval is only required for substantive transfers. Board Ratification is required for minor transfers before submission to DOE and required for substantive revisions after DOE approval.

- **Minor revisions** are revisions that do not jeopardize the accomplishment of the objective nor shift more than a cumulative 10 percent of the money allocated for the strategy/program by location. Minor revisions do not require prior DOE written approval.
- **Substantive revisions** are revisions that include elimination of a strategy or reallocate more than a cumulative 10 percent of the money allocated to the strategy/program by location. Substantive revisions require prior DOE written approval.

Completion of the Revision/Transfer Forms:

The chief school administrator or the school business administrator must sign the two-page transfer notification form. The forms are on the DOE website at www.state.nj.us/education. The DOE and the district will keep copies of the transfer forms on file; districts must make the forms available for audit.

The form on page 1 includes:

- Area for a brief narrative description of the plan amendment. The description must provide a clear explanation and rationale for the requested transfer. The DOE will use this area, along with the other information, to determine approval or denial of the request.
- Lines for district and DOE signatures and dates and a line for the board resolution date.

Use page 2 to detail the requested transfers by appropriation lines. The form on page 2 includes:

- Two lines are required for each transfer request.

- First line documents the appropriation account and strategy being decreased and the second line to document the account and strategy being increased.
- Lines to show the original appropriation amount, the amount before transfer, the applicable increase or decrease, and finally the appropriation after transfer.

Submission of Transfer Request:

For minor revisions, districts only need to submit the transfer notification forms and board ratification to the county superintendent; no DOE review/approval is required. The county office will acknowledge receipt through the return of the transfer notification form.

For substantial revisions, districts must submit the transfer notification forms to the county superintendent, who will review and determine approval. The county office will contact the district if additional information is needed before approval, and return the approved copy of the transfer form to the district.

Districts are not required to make changes to or retransmit supporting budget documentation Items 15 and 16 over the DOENET.

Submission of Mid-Year Budget Status Report

The county office will monitor the district transfer approval submissions. Districts receiving DEPA and ECPA are required to submit to the county office a mid-year budget status report, generated from their internal accounting records for the DEPA and ECPA programs. County office staff will review and compare these reports to the original approved budgets and the transfer notification forms on file in their office.

Please direct all questions to your county office.